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## OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

TO: System Test Coordinators  
FROM: Judy Snow, State Assessment Director  
DATE: February 19, 2008  
RE: Students who move during the CRT and CRT-Alternate Testing Windows



### School Testing Window Requirements:

- The state testing window for the CRT is March 3 – March 26, 2008.
- The school testing window must be within the state testing window.
  - The school testing window includes regularly scheduled testing within the state testing window including make-up tests within that window. Example: If a school's regularly scheduled testing window ends on March 15 and a makeup is given on March 16, the last day of the school's testing window is March 16.

### AIM Data Collections and Requirements:

- The Program Participation Collection begins March 1 and ends March 26, 2008. Program Participation data is reported in AIM for all students enrolled in the school during the testing window (including non-tested grades and CRT Alternate students). All data should be accurate as of the test window count date of March 12, 2008, or when the student took the test.
- The Test Window Attendance Collection begins March 12 and ends March 26, 2008. You must report the aggregate hours and absences as of March 12. Use the next regularly scheduled school day if your school is not in session on March 12, 2008. The attendance count (absent field) reported in the Fall Attendance Collection and the Test Window Attendance Collection are averaged to determine the school's attendance rate which is used in AYP calculations. This field does not indicate if the student *participated* in the CRT assessment.

On the following pages are three tables:

#### **Table 1**

Provides guidance for Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for students who move from one Montana public school to another during the state testing window.

#### **Tables 2 and 3**

Provide guidance on Testing Procedures, AIM Enrollment Status, and Program Participation and Attendance Collections for newly enrolled students who enroll from a private or home school, from out of state, or who transfer to a private or home school or move out of state during or after the school's testing window.

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

**Table 1: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (the old school)	During the old school's testing window	<b>If student did not start the test</b> <ul style="list-style-type: none"> <li>Place barcode label on voided barcode label form with notation that student is no longer enrolled.</li> </ul> <b>If student started or started and did not complete the test</b> <ul style="list-style-type: none"> <li>Because it is difficult to remove an affixed barcode label, instead mark a large X across it.</li> <li>On voided barcode label form, pencil the state student ID and check that student is no longer enrolled.</li> <li>Contact school student is moving to and arrange to send Student Response Booklet to the new school.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>If the student <i>was enrolled on 3/12/08</i>, data should be reported in the Program Participation and Test Window Attendance Collections.</p> <p>If the student <i>exited prior to 3/12/08</i>, do not include in data collections.</p>
	During the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Student Response Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/12/08</i>, include data in Test Window Attendance Collection.</p>
	After the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Student Response Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/12/08</i>, include data in Test Window Attendance Collection.</p>

**Table 1 continued: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	During the new school's testing window	<p><b>If student completed the test at the old school</b></p> <ul style="list-style-type: none"> <li>The old school submits the student response booklet to Measured Progress.</li> </ul> <p><b>If the student did not start or did not complete the test at the old school, the test should be administered and completed at the new school</b></p> <ul style="list-style-type: none"> <li>Contact school student moved from and arrange for them to send Student Response Booklet to the new school. The SRB from the old school may have an x'd out barcode label.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Use materials at the new school.</li> </ul> <p><b>AT THE NEW SCHOOL, for either a test started at the old school or administered at the new school, the following coding is required:</b></p> <ul style="list-style-type: none"> <li>The new school should bubble the following in the Student Response Booklet: <ul style="list-style-type: none"> <li>Page 1 <ul style="list-style-type: none"> <li>Student name, school code, State Student ID</li> </ul> </li> <li>Page 2 <ul style="list-style-type: none"> <li>Section 1 <ul style="list-style-type: none"> <li>Student not in school entire academic year and/or</li> <li>Student not in district entire academic year</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.</p>	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/12/08</i>, include data in Test Window Attendance Collection.</p>

**Table 1 continued: Students who move from one Montana public school to another**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in (the new school)	After the new school's testing window	Student is not included in testing at the new school.	Locate the student's previously assigned State Student ID in the AIM system and enroll the student into the new school by entering an Enrollment Start Date and Start Status Code.	If the student <i>was enrolled on 3/12/08</i> , data should be reported in the Program Participation and Test Window Attendance Collections.

**Table 2: Students withdraws from an accredited Montana public or private school to enroll in a school outside of Montana, a private non-accredited school, or a home school**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student withdraws from (old school) to enroll in a school outside of Montana or student transfers to a private or home school.	During the old school's testing window	<b>If student did not start or complete the test</b> <ul style="list-style-type: none"> <li>Place barcode label on voided barcode label form with notation that student is no longer enrolled.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>If the student <i>was enrolled on 3/12/08</i>, data should be reported in the Program Participation and Test Window Attendance Collections.</p> <p>If the student <i>exited prior to 3/12/08</i>, do not include in data collections.</p>
	After the old school's testing window	<b>If student completed the test</b> <ul style="list-style-type: none"> <li>Submit completed Student Response Booklet to Measured Progress properly coded.</li> </ul>	Promptly end the student's enrollment by entering an enrollment end date and end status code.	<p>Include student data in Program Participation Collection <i>regardless of enrollment end date</i>.</p> <p>If student <i>was enrolled on 3/12/08</i>, include data in Test Window Attendance Collection.</p>

**Table 3: Students enrolls in a an accredited Montana public or private school from out of state or a private non-accredited home school during or after the school's testing window.**

School		Testing Procedures	AIM Enrollment Status	AIM Collections
Student enrolls in a Montana school (new school) from a school outside Montana or student transfers from a private or home school.	During the new school's testing window	<ul style="list-style-type: none"> <li>• Student needs to participate in testing.</li> <li>• New school should bubble the following on the Student Response Booklet: <ul style="list-style-type: none"> <li>• Page 1 <ul style="list-style-type: none"> <li>○ Student name, school code, State Student ID</li> </ul> </li> <li>• Page 2 <ul style="list-style-type: none"> <li>○ Section 1 <ul style="list-style-type: none"> <li>▪ Student not in school entire academic year and/or</li> <li>▪ Student not in district entire academic year</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Include student data in Program Participation Collection <i>regardless of enrollment start date.</i></p> <p>If student <i>was enrolled on 3/12/08</i>, include data in Test Window Attendance Collection.</p>
	After the new school's testing window	Student is not included in testing at the new school.	Obtain a new AIM State Student ID (first check that student doesn't already have an AIM state id assigned) and enroll the student with a Start Status and a Start Date.	<p>Student data should be reported in the Program Participation Collection, regardless of enrollment start date.</p> <p>If student <i>was enrolled on 3/12/08</i>, include data in Test Window Attendance Collection.</p>